



STUART TOWER – FIRE PROCEDURE & RESIDENTS' EVACUATION PLAN

IF YOU DISCOVER A FIRE IN YOUR FLAT:

- Warn everyone in your flat immediately
- Leave the flat straight away, closing all doors behind you — especially the front door
- Exit the building via the nearest fire exit
- DO NOT stop to collect valuables
- DO NOT use the lifts
- Stay low to the ground to avoid smoke inhalation
- Call the Fire Brigade on 999 or 112, and say clearly:

“Fire at Stuart Tower, London W9 1UB”

- Provide any other helpful details, such as the floor number and flat involved
- Contact the Porters immediately once you are safe
- Do NOT go back inside the building under any circumstances

IF THE FIRE IS NOT IN YOUR FLAT BUT YOU HEAR THE FIRE ALARM:

- STAY PUT — Do NOT open your front door to investigate
- 99.9% of fires do not spread beyond the flat where they started
- You are safer inside your own flat unless you see or feel smoke or fire entering
- Call 999 or 112 to report the fire, even if you think others have done so
- If smoke or fire does begin to affect your flat, follow the evacuation steps listed above

IF YOU CANNOT LEAVE YOUR FLAT SAFELY:

- Stay inside with the door closed
- Call 999 or 112 and give your flat number and location
- Do NOT return to the building until the Fire Brigade declares it safe

ADDITIONAL NOTES:

- Residents who are not directly affected by the fire may choose to evacuate if they feel unsafe — this is permitted
- You may alert your neighbours only if it is safe to do so
- This procedure is designed to protect life. Please follow it carefully and do not take unnecessary risks



STUART TOWER – FIRE SAFETY NOTICE

Regulatory Reform (Fire Safety) Order 2005

To ensure the safety of all residents and comply with fire safety regulations, you must adhere to the following rules in all communal areas of Stuart Tower:

Residents **MUST NOT**:

- ✗ Block or obstruct any exit routes or corridors
- ✗ Store flammable, combustible, or bulky items in communal areas, including:
Hallways, Stairwells, Service cupboards, Riser cupboards
- ✗ Damage, remove, or tamper with any fire safety equipment (e.g. extinguishers, alarms, emergency lighting)
- ✗ Wedge or prop open fire doors – These must remain closed when not in use to prevent the spread of fire and smoke

⚠ IMPORTANT:

Failure to comply with these rules may result in civil or criminal prosecution under the Regulatory Reform (Fire Safety) Order 2005.

These measures are in place to protect your life and the lives of others in the building.

If you see any fire hazards or safety violations, please report them immediately to Strangford Management Ltd.

Stay safe. Be responsible. Fire safety is everyone's duty.

Strangford Management
Guildhall@strangfordmanagement.com
02036515870



Date : 12th June 2024
Our Ref : MSD/ARM/STU008-1
Your Ref :
Direct Email : mark.davies@healys.com
File Ref :



The Leaseholders/Tenants
Stuart Tower
105 Maida Vale
London
W9 1UE

Dear Leaseholders/Tenants

Re: New rules on storage, use and charging of E-scooters and E-bikes at Stuart Tower

The Directors of Stuart Tower Limited (STL) have asked us, as STL's solicitors to contact all leaseholders and tenants at Stuart Tower to notify them of new rules which are being put in place as regards the use, storage and charging of E-scooters and E-bikes (E-cycles) at Stuart Tower.

Modern E-cycles are of course powered by Lithium-ion batteries and are usually supplied with a battery charger that plugs into a normal household main socket. As we are sure you are aware there have been a number of well publicised cases involving Lithium-ion battery fires and explosions which pose an increased fire risk. Whilst most E-cycles and their batteries are very safe for normal use, nevertheless, if not properly used or if the batteries are defective, the Lithium-ion battery packs can:-

- cause serious and rapidly developing fires that are very hard to extinguish; and
- generate toxic fumes that can cause injury or even death alongside significant property damage.

The Directors have been concerned for sometime about leaseholders/tenants bringing E-cycles into the building and the associated risks. This is something which has also been highlighted by Stuart Tower's insurers.

In the circumstances, the Directors of Stuart Tower have decided that the best policy is that E-cycles (which includes both E-scooters and E-bikes) shall not be permitted or allowed onto Stuart Tower's premises. This includes all the flats together with the communal and external parts of the Building. A new regulation is being brought into effect from 1st August 2024 being a new regulation no.15 to be incorporated into the leases and which shall provide as follows:-

"15. The storage use or charging of E-scooters and E-bikes shall not be permitted on the demised premises [the Flats] nor anywhere else in the Building."

For the avoidance of doubt, Stuart Tower is entitled to impose this regulation under Clause 5 (4) of the leases.

This regulation is binding on all flat owners and also tenants (i.e. flats sublet by the leaseholders to tenants).

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In the event that anyone does bring any E-cycles onto Stuart Tower, then the porters are authorised to ensure that these are removed. If anyone does see E-cycles being brought into Stuart Tower, can they please notify the porters at once.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Healy', with a horizontal line underneath.

Healys LLP